

EDITED TASK LISTING

CLASS: MATERIALS AND STORES SPECIALIST

NOTE: Each position within this classification may perform some or all of these tasks.

1.	Prepares purchase requests to ensure stock levels are adequate to meet the needs of the department using various resources (e.g. State Logistics and Material Management (SLAMM) Systems, other inventory tracking systems, manuals, etc.) as needed.
2.	Prepares materials/stock for delivery/pick-up utilizing requisitions, material handling equipment, delivery practices, etc., on a daily basis.
3.	Prepares stock receiving report to document the appropriate delivery and condition of material/stock using various tracking statement (e.g. purchase orders, bill of lading, packing slip, etc.) in accordance with Department of Corrections Operational Manual (DOM).
4.	Coordinates the delivery of materials/stock to customers to ensure appropriate transportation and timely delivery using various resources (e.g. Department of General Services Traffic Management, self-knowledge, interpersonal skills, referrals, etc.) as needed.
5.	Maintains inventory records to ensure adequate stock levels are available utilizing the SLAMM systems or other inventory tracking systems on a daily basis.
6.	Assists in the receiving, unpacking, and checking of incoming material against purchase orders or bills of lading to ensure correct delivery and condition of goods using standard receiving practices as needed.
7.	Palletizes, tags and moves material/stock for storage, retrieval and inventory purposes utilizing the SLAMM systems, locator cards, inventory tracking system, etc., as needed.
8.	Maintains or directs warehouse staff in the maintenance of floors and storage areas to ensure a safe and orderly environment free from hazards using brooms, sweeping compound, etc., as directed by warehouse manager or as necessary.
9.	Loads trucks or other common carriers to fill delivery requests using material handling equipment (e.g. forklift, pallet jack, hand truck, etc.) in accordance with the bill of lading.
10.	Acts in the absence of the Warehouse Manager to provide supervision to staff and continue customer services utilizing leadership skills and knowledge of operational procedures as needed.
11.	Communicates with staff and customers to obtain and/or provide information regarding stock items utilizing interpersonal skills, knowledge and other resources on a daily basis.
12.	Acts as a lead person to staff by providing training, instruction and/or guidance in the performance of supply room/warehouse functions using various resources as needed.

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13.	Handles sensitive materials (e.g. tear gas, ammunition, test materials, etc.) for storage and retrieval to ensure a safe, secure and hazardous free environment utilizing various guidelines, policies, procedures and practices and in accordance with Material Safety Data Sheet (MSDS).
14.	Operates motorized vehicles to deliver/pick-up materials/stock adhering to various safety and vehicle guidelines, laws, rules, regulations, etc., as needed.